

## 2011 Cultural STAR Program

# CAPITAL PROJECT

## Loan and Grant Guidelines & Application

**DEADLINES: Friday, February 25, 2011 4:00 PM  
Friday, August 26, 2011 4:00 PM**

Applications must be RECEIVED by 4:00 PM on the deadline date at:

**Cultural STAR Program  
Department of Planning and Economic Development  
1300 City Hall Annex  
25 West Fourth Street  
Saint Paul, Minnesota 55102**

This is not a postmark deadline. Applications not received by this time at this location will not be accepted. No Exceptions.

This information can be made available in the following alternative formats: large print, audio, and electronic file. We also can help your group find a language interpreter to translate these guidelines. To accommodate your request, the City of Saint Paul will need at least 10 working days.



### **CITY OF SAINT PAUL**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

1300 City Hall Annex, 25 West Fourth Street

Saint Paul, Minnesota 55102

(651) 266-6568

## **General Information**

To receive additional copies of the Cultural STAR Guidelines or for more information, go to [www.stpaul.gov/star](http://www.stpaul.gov/star)

## **City of Saint Paul**

**Mayor Christopher B. Coleman**

**City Council President Kathy Lantry (Ward 7)**

**Councilmember Melvin Carter (Ward 1)**

**Councilmember Dave Thune (Ward 2)**

**Councilmember Pat Harris (Ward 3)**

**Councilmember Russ Stark (Ward 4)**

**Councilmember Lee Helgen (Ward 5)**

**Councilmember Dan Bostrom (Ward 6)**

## **Department of Planning and Economic Development (PED)**

**Amy Filice**, Cultural STAR Program Administrator

(651) 266-6568

[amy.filice@ci.stpaul.mn.us](mailto:amy.filice@ci.stpaul.mn.us)

## **2011 Cultural STAR Board**

**Barbara Brooks**, Minnesota Jewish Theater Company

**Glenn Fisher**, Twin Cities Public Television

**Rudy Guglielmo**

**Peter Leggett**, Walker West Music Academy

**Patricia Mitchell**, Ordway Center for the Performing Arts

**Sara Remke**, Minnesota surSeine / Black Dog Café

**Uri Sands**, TU Dance

**Laura Zabel**, Springboard for the Arts

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## PART II: APPLICATION

[illegible]



## PART I: Guidelines

Before completing your application, please review these guidelines carefully to determine whether your group and project are eligible for funding from the Cultural STAR Program.

### Purpose

The purpose of the Cultural STAR fund is to promote cultural vitality and economic growth, particularly in the downtown Cultural District, by strengthening the arts and culture community.

### Funding Goals

Cultural STAR dollars, in total, are intended to:

- Build and diversify audiences;
- Promote a broad range of cultural offerings;
- Produce a long-term impact; and
- Leverage additional financial support.

### Strategies

The Cultural STAR Program will achieve the purpose by making grants and loans for projects and programs that: attract audiences; develop and improve cultural facilities; and build capacity of artists and organizations

### Geographic Focus

At least 80% of Cultural STAR funds will be awarded to nonprofit organizations that are located within the targeted area known as the Cultural District. The remaining funds may be allocated to businesses in the Cultural District for projects that enhance visitor enjoyment of the District or to nonprofit organizations located in Saint Paul but outside of the Cultural District.

The Cultural District is defined as the geographic area bordered by Interstate 94 to the north, the Lafayette Bridge to the east, Harriet and Raspberry Islands to the south, and Chestnut Road to the west (see Cultural District Map, Page 13).

Located in the Cultural District includes:

- An organization that is registered with the Minnesota Secretary of State with an address that falls within the Cultural District; or
- An organization which owns property in the Cultural District for purposes directly related to its Cultural STAR project; or
- An organization that has secured a lease or rental agreement within the Cultural District for the purposes directly related to its Cultural STAR project; or
- An organization that has secured a permit or contract for the use of Public Venues in the Cultural District for the purposes directly related to its Cultural STAR project.

Located in Saint Paul includes:

- An organization that is registered with the Minnesota Secretary of State with an address that falls within Saint Paul; or
- An organization that owns property in Saint Paul for purposes directly related to its Cultural STAR project; or
- An organization that has secured a lease or rental agreement within Saint Paul for purposes directly related to its Cultural STAR project; or
- An organization that has secured a permit or contract for the use of Public Venues in Saint Paul for the purposes directly related to its Cultural STAR project

Loans and grants are available for capital projects; grants alone are available for organizational development and special projects.

### Capital Project Program Description

The Cultural STAR Capital Project program provides loans and grants to acquire or upgrade physical assets such as buildings and equipment. Such activities must have the potential for significant or long-term impact and the expenditures must be depreciable.

## Eligibility

Eligible applicants may apply for only one of the following Cultural STAR funding types during each biannual funding round: Special Projects Grant; Organizational Development Grant; or Capital Project Grant or Loan.

	ELIGIBLE	INELIGIBLE
APPLICANTS	<ul style="list-style-type: none"> <li>Nonprofit arts and cultural organizations that are located within the City of Saint Paul</li> <li>Any public, private, or non-profit entities that are located within the City of Saint Paul</li> <li>City departments or divisions are eligible when in partnership with, or supported by, an eligible organization</li> </ul>	<ul style="list-style-type: none"> <li>Churches and religious organizations</li> <li>Political parties and related political action groups</li> <li>Federal, state, and county agencies and departments</li> <li>Organizations that received funding in the first funding round of the calendar year.</li> </ul>

	ELIGIBLE	INELIGIBLE
EXPENSES	<p>Direct capital costs of the project.</p> <p>Up to 20% of Cultural STAR funds may be used for direct project costs that specifically pertain to the execution of the capital project.</p> <ul style="list-style-type: none"> <li>Examples: Building permits; design fees; engineering, soil testing, environmental, legal, financing, licensing, and inspection fees; developers' fees; acquisition and demolition costs; utility relocation and construction; construction costs including loan and interest fees.</li> </ul>	<ul style="list-style-type: none"> <li>Use of STAR funds to develop a STAR proposal or organize an entity to manage a STAR proposal</li> <li>Activity that has been completed prior to project approval for funding by the City Council</li> <li>General operating expenses.</li> <li>Payment for the applicants' own labor for construction or improvements (may be used as a match)</li> <li>Refinancing existing debts.</li> <li>Major public improvement projects (e.g., street repaving, sewer work, recreation centers, etc.)</li> <li>Duplication of a current City program or facility.</li> <li>Projects located outside the City limits.</li> </ul>

	ELIGIBLE	INELIGIBLE
MATCHING CONTRIBUTIONS	<p><b>Direct and indirect financial resources such as:</b></p> <ul style="list-style-type: none"> <li>Private expenditures for physical improvements</li> <li>Grants or contributions from sources such as foundations or corporations</li> <li>Local lender commitments</li> <li>In-kind services from individuals and businesses such as personnel, professional services, office space, supplies, volunteer labor and sweat equity for physical improvements (Up to 30% of the total match)</li> <li>Additional City funding (CDBG, TIF, CIB, and HRA funds) may be used as a match only if the funds are in the form of a payback loan.</li> </ul>	<ul style="list-style-type: none"> <li>City forgivable loans or grants.</li> <li>Volunteer meeting time</li> <li>In-kind service donations from the applicant organization such as already existing office space, phone service, etc. -- In-kind donations from parties other than the applicant are eligible.</li> <li>Applicants are encouraged to fund project administrative expenses with other resources (e.g., , foundation grants, cash donations, etc.) and to use these funds as part of the match</li> </ul>

## Program Requirements

- The minimum loan or grant request is \$5,000. There is no maximum request for Capital Project Loans and Grants.
- All capital improvement projects must have site control. This may take the form of a long-term lease (seven years or more) or ownership of the property where the project will be completed.
- The same or similar proposal cannot be submitted to more than one of the following programs in any one funding cycle (calendar year): the Capital Improvement Budgeting (CIB) program, the Neighborhood STAR program, and the Cultural STAR program.
- It is unlikely that the Board will recommend repeat funding for the same project in future cycles.
- Requests for public capital improvements that are defined by City policy as "above standard" will require a legally-binding and enforceable plan for maintenance and/or operation over the useful life of the improvements.
- Capital Project Loans and Grants cannot fund organizational development or special projects. expenses.

### All legal requirements of the City of Saint Paul must be met such as:

- The property must be appropriately zoned, meaning the property must conform to use under the City Zoning Ordinance.
- Health, safety and ADA items required by City building codes must be addressed.
- For new construction, properties must be on legal buildable lots.
- Prior to performing leasehold improvements, the tenant must obtain written permission from the building owner for the improvements.
- Prior to project implementation, all necessary permits must be obtained. Upon completion of improvements, the applicant must have followed, and the property must meet, all applicable code, permit, and license requirements. Finally, the property must be properly inspected and must have a Certificate of Occupancy upon completion, if applicable.
- Organizations receiving grants or loans must comply with all federal, state, and local laws, rules and regulations in connection with the project, including but not limited to the Saint Paul Vendor Outreach and Minority Business Development and Retention programs, labor standards, living wage, business subsidy, and sustainable development. **It is important to understand that compliance requirements may affect hiring practices and wage rates, so make no commitments prior to fully understanding these requirements.**

## Disbursement of Funds / Match Requirements

- The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures is submitted, reviewed, and approved. Final payment will be made only after the project is completed and a final project report and evaluation is received.
- Cultural STAR funds for Capital Projects must be matched dollar for dollar. This is considered a minimum match, with preference given to projects that exceed this requirement. No money shall be disbursed until documentation of the match, in the appropriate ratio, is received and approved. At least 70% of the match for Capital Projects must be in dollars. Up to 30% of the match may be in volunteer labor and sweat equity. Volunteer labor and sweat equity are valued at \$10.00 per hour.
- Private, county, state, and federal funds may be used as a match.
- The Cultural STAR Board has the discretion to recommend approval of other matching contributions on a case-by-case basis. The Cultural STAR Board may consider exceptions to the match requirement in highly unusual cases.

## Cultural STAR Board

The nine-member Saint Paul Cultural STAR Board serves as the formal review body that recommends to the Mayor grants and loans from the cultural portion of sales-tax funds. The Mayor then forwards a recommendation to the City Council for its approval. The Board consists of five Mayoral-appointed, City Council-approved, members and four members elected by arts and cultural organizations in the City.

## Review Process

The selection process for proposals is highly competitive. The number and size of grants and loans made is dependent on the quality of the proposals and the availability of funding. The review process is as follows:

- City Staff will review applications for eligibility. Ineligible applications will be removed from further consideration and the applicant will be notified.
- The Board will invite each eligible applicant to an interview. Applicants will be notified in writing of the time and location of the interview.
- Cultural STAR interviews are public meetings; however no public testimony will be taken. Individuals wishing to comment on applications are encouraged to submit their comments in writing to City staff prior to the application deadline.
- The Board will review the proposals based on program guidelines, merits, and fund availability and make funding recommendations to the Mayor and City Council.
- The Mayor will present final recommendations to the City Council.
- The City Council will approve, deny, or amend the Mayor's recommendations.
- The Mayor will sign the Council Resolution.

The entire process usually takes about three months from application deadline to the signing of the resolution by the Mayor, but may take longer.

## Expectations of Loan and Grant Recipients

### Project Development and Implementation

- After the City Council approves the Mayor's recommendations, staff will send each Cultural STAR applicant a letter specifying whether their project was awarded funding, and if so, for what amount. The letter will also notify awardees of the date and time of a mandatory orientation meeting, and other pertinent information.
- Prior to the implementation of an applicant's project, the City of Saint Paul and the applicant will enter into a contract. Contracts should be fully executed within six months of approval by the City Council. Failure to do so, may result in cancellation of the award. The contract will contain, at minimum, a scope of services to be performed by all parties, a budget section outlining all funding sources and uses, an implementation timeline, and match requirements. The contract will be signed in accordance with City policy. Contract requirements include, but are not limited to:
  - Carrying general liability insurance that insures the City of Saint Paul
    - Cultural STAR grants of \$75,000 or less require a \$1 million per occurrence and \$1 million aggregate limits;
    - Cultural STAR grants of over \$75,000 require a \$1 million per occurrence and \$2 million aggregate limits.
  - Adherence, where applicable, to federal, state and local regulations and policies pertaining to the use of funds, such as prevailing wage standards, relocation requirements, affirmative action, and targeted vendor programs. The amount of the award and the nature of the project (capital, organizational development, or special project) determine which regulations apply. Staff will hold a compliance meeting prior to implementation of the contract to identify applicable regulations.

**Cultural STAR applicants are strongly cautioned to not make any commitments until compliance requirements and funding regulations are fully understood.**

- Implementation must progress as projected in the application. Lack of progress is grounds for withdrawing funding.
- Projects should be completed or self-sustaining within the period specified in the agreement. Requests for contract extensions are discouraged.
- The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures and match is received and approved. Final payment will be made only after the project is completed and a final project report and evaluation is received. At the time of completion of all activities contained in the agreement or upon expiration of the agreement, project fund balances will be returned to the Cultural STAR Fund.
- A final written report is required to determine the extent to which the project was successful. Project success will be measured against expected project outcomes and the overall objectives of the STAR Program. Organizations will not be eligible for future Cultural STAR funding until all required documentation, including this narrative report, are submitted for the most recently closed projects.





## Part II: Application

### How to Apply for Funds

Applications must be **received** by **4:00 P.M. on the deadline date at**

Cultural STAR Program  
Department of Planning and Economic Development  
1300 City Hall Annex  
25 West Fourth Street  
Saint Paul, Minnesota 55102

- Your application must include **all required materials**. See checklist, page 9, for a summary of the materials you must submit. Incomplete or inaccurate materials may result in your application being ineligible.
- **Applications must be received by 4:00 p.m. on the deadline date. This is not a postmark deadline.** Applications received after this time are INELIGIBLE and will not be reviewed. There are no exceptions to this policy.
- Applications will not be accepted by fax or email.

### What to Include

One (1) one-sided copy of the following materials are required. Please provide the materials in the order indicated. Prepare application materials in the following format: 8 ½ x 11 white paper, a text font equivalent to 10-point or larger, at least 1" margins and black ink only. Please do not bind application. Cultural STAR forms provided may be completed by hand.

1. Cover Page (one page)
2. Narrative (may not exceed four pages)
3. Project Team/Personnel
4. Project Budget Expenses and Income forms (two pages)
5. Project Map
6. Applicant Description (no more than one page)
7. Board of Directors/Advisory Committee
8. Organizational Income-and-Expense Statements (three pages total)
9. Tax Status Documentation
10. Audited Financial Statements (or form 990) for most recently completed fiscal year
11. City Support/Adverse Lending Relationships

#### 1. Cover Page

Complete the attached Cover Page (page 10). This will be the first page of your application. This is where you will provide a **Project Summary** using 100 words or less.

About Fiscal Sponsorship: if your group is not a public, private, nonprofit or for-profit entity, you must apply using a fiscal sponsor. See the FAQ on page 15.

#### 2. Narrative

Submit a narrative of no more than four (4) pages, addressing all areas, including the four Cultural STAR criteria below. Use a text font equivalent to 10-point or larger. Please include the section headings shown below in boldface type.

The narrative portion of your application is designed to help you address the following criteria. It is not necessary to respond to all of the bullets; these questions are designed to help you address the criteria. Please provide enough information to help the Board evaluate your project in relation to each of the four criteria. The Board will apply all criteria to the application as a whole

**Impact** – When describing the *impact* of your project, consider questions such as:

- Describe the problem, opportunity, issue or need that your capital purchase/improvement is intending to resolve?
- Why, given all the ways your group could use capital, have you decided on this project? What is compelling about this situation?
- How will addressing this important opportunity/need by making this capital purchase or improvement have a significant, long-term impact on your organization?
- How might this project enhance your ability to broaden or strengthen your cultural offerings?
- How will STAR dollars leverage additional financial support?

**Quality** – When describing the *quality* of your project, consider questions such as:

- Who are, or will be, the project leaders? How were, or will, they be selected?
- What background or experience do your group, consultants, and project leaders bring to this project to ensure quality?
- If you are purchasing equipment, describe how you arrived at purchasing this particular equipment.
- What are your project goals? What is the outcome you plan to achieve? What mechanism will you use for evaluating the success of this project? How will you know when you are done? How will you know if this project is a success?

**Ability** – When describing your *ability* to undertake the project, consider questions such as:

- Describe the planning process for your project.
- In what ways will your board of directors or advisory committee be involved?
- What experience does your organization have that demonstrates the capacity for successfully completing this project?
- What is the timeline for your project?
- What other financial support do you expect for this project?

**Diversity** – When describing *diversity*, consider questions such as:

- How will this project add to your ability to diversify the cultural offerings in Saint Paul?
- How might this project lead to an enhanced ability for you to build and diversify audiences?
- As you consider your project's goals, describe how diversity is represented in your project (e.g., among your board of directors or advisory committee and/or project personnel).

### **3. Project Team/Personnel**

Attach a list of key people/groups involved in your project. Briefly describe their qualifications for the project.

### **4. Project Budget**

Complete the budget forms on pages 13 thru 15. Print or type on the forms provided or generate your own forms with the same information in the same format (one page for Project Expenses and one page for Project Income). Include all project costs and identify specifically how Cultural STAR funds will be used in the project. Project budget information must be specific and include verifiable cost estimates.

### **5. Project Map**

Use the map of the Cultural District on page 13, to identify the location where project activity is to occur. For projects located outside of the Cultural District, please identify the project location on a one-page map from a program such as MapQuest.

### **6. Applicant Description**

Describe your entity—mission, structure, current audiences served, membership, staff, etc. using no more than one page.

### **7. Board of Directors/Advisory Committee**

Attach a one-page list of current officers, principles or board/advisory committee members.

### **8. Organizational Income and Expense Statements**

Submit one-page statements of financial activity for each of the past three years. Do not include the current year's statement. These financial statements should reflect the organization's actual revenues and expenditures.

### 9. Tax Status Documentation

Furnish a copy of your group's IRS-tax-exempt status determination letter or Articles of Incorporation for a for-profit entity.

**OR**

Furnish a letter of agreement with your fiscal sponsor and a copy of your fiscal sponsor's IRS tax-exempt status determination letter. The date on the letter of agreement must be no more than one year old. See the FAQ on page 14 for information regarding use of a fiscal sponsor.

### 10. Audited Financial Statements

Furnish Audited Financial Statements (or form 990) for most recently completed fiscal year

### 11. City Support/Adverse Lending Relationships

**City Support:** In the table provided on page 13, list the source/program and amount of all monies received from the City of Saint Paul in the past five years with most recent year first. Also include the amount of any remaining balances.

**Adverse Lending Relationships:** Report any present or past adverse lending relationships between your entity, including principals, and the City (*examples: default, delinquent payments, litigation*).

**Brief comments on results of previous funding:** If you received Cultural STAR support last year, please write one paragraph telling us the results of the project including successes, lessons learned etc.

# APPLICATION CHECKLIST

NAME OF ORGANIZATION: \_\_\_\_\_

Please include a copy of this checklist with your proposal

- ☐ Submit application materials on 8 ½ x 11 white paper. You may reproduce these pages on your computer, as long as you stay within the space and number of pages allotted.
- ☐ Both the person completing the application and the organization's chief officer or president should sign the cover page where indicated. Cover page may not exceed one page.

## Required Application Materials

Your application must include all the following materials, collated in the following order:

- ☐ This Application Checklist, page 9
- ☐ Cover Page, (one page only) page 10
- ☐ Narrative (may not exceed four pages)
- ☐ List of Project Personnel
- ☐ Project Budget Expenses form, page 11 (one page only)
- ☐ Project Budget Income form, page 12 (one page only)
- ☐ Map with location where project activity is to occur, page 13. For projects located outside of the Cultural District, please provide a one-page map from a program such as MapQuest.
- ☐ Applicant Description (one page only)
- ☐ Current list of officers, principals and board members of your entity (one page only).
- ☐ One-page statements of financial activity for each of the past three years. Do not include the current year's statement. These financial statements should reflect the organization's actual revenues and expenditures.
- ☐ Copy of letter from the IRS documenting your group's tax exempt status or Articles of Incorporation for a for-profit entity.
- ☐ Audited Financial Statements (or form 990) for most recently completed fiscal year.
- ☐ City Support/Adverse Lending Relationships, page 14
- ☐ Up to three letters of support (no more than one page each) (optional).



2011 CULTURAL STAR APPLICATION  
**CAPITAL PROJECT**  
**COVER PAGE**

Deadline: Friday, February 25, 2011 at 4:00 p.m.  
Friday, August 26, 2011 at 4:00 p.m.

Tracking # 2011-  
\_\_\_\_\_

APPLICANT

Legal Entity Submitting Request: \_\_\_\_\_

Check type(s) of entity: ☐ Public ☐ Private ☐ For Profit ☐ Non-Profit

Federal I.D. #: \_\_\_\_\_ # of Employees (full-time equiv.) \_\_\_\_\_  
(or Soc. Sec. #) \_\_\_\_\_ # of Patrons (most recent year) \_\_\_\_\_

CONTACT

Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_

STREET CITY STATE ZIP

Title: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

PROJECT

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ St. Paul MN  
STREET CITY STATE ZIP

City Council Ward: \_\_\_\_\_

**Project Summary**

Using **100 words or less**, please describe the concept and design of your project (what, where, when), highlighting those areas expected to be funded by Cultural STAR.

Is your project located within the Cultural District? ☐ YES ☐ NO

REQUEST

**STAR Loan/Grant**

**Request:** \$ \_\_\_\_\_ minimum \$5,000

Matching Funds  
(cash & in-kind) \$ \_\_\_\_\_

**Total Project Cost** \$ \_\_\_\_\_

**CURRENT YEAR**

**Organizational Budget**

\$ \_\_\_\_\_

Signature of Individual  
Completing Application

Typed Name

Title

Date

Signature of Board Officer

Typed Name

Title

Date

- 1> **Project Narrative:** Provide a detailed description of your proposal. Address the following questions as a part of your description:
- What need will this proposal address? How was this need identified?
  - How does this project fit into your long-range plans? How does it fit in with the long-term goals of the City of Saint Paul?
  - How will the use of STAR funds enhance your organization's financial stability?
  - How will this project attract a new audience to Saint Paul?
  - How will this project help your organization attract and serve more diverse audiences (please consider diversity in the broadest terms (e.g., cultural diversity, social and economic diversity, gender, age, etc.)
  - If applicable, how will this project, once finished, be maintained and managed?
  - Specifically, how will STAR funds be used in this project.

2> **Site Control:** Do you currently own or lease the space where your capital project will be completed?

☐ Own      ☐ Lease      ☐ Other      ☐ No current Site Control

a. If **LEASE**, what is the term of your lease? \_\_\_\_\_ **YEARS**

b. When will your lease expire? \_\_\_\_\_

c. If **OTHER** please explain: \_\_\_\_\_

d. If not now, when will you have site control? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3> **Project Schedule:** What are the project's construction beginning and completion dates?

a. **BEGINNING DATE** \_\_\_\_\_

b. **COMPLETION DATE** \_\_\_\_\_

4> **As applicable for development proposals, generally define or describe:**

c. Project Type:    ☐ NEW CONSTRUCTION    ☐ BUILDING REHAB    ☐ EXPANSION

d. What is the size of your current facility? \_\_\_\_\_ **sq. ft.**

e. What is the size of your new or expanded facility? \_\_\_\_\_ **sq. ft.**

5> **Space Usage:** Please list the types of space (e.g., theater, gallery, lobby, office space, parking etc.) and the square footages of each space. *Attach an additional list if necessary.*

6> **Project Team:** Please identify the developer, architect, general contractor (if known) and the leasing and management company, if applicable.



## PROJECT BUDGET

**Complete budget forms below.** You must provide a detailed description of any budget line item of \$1,000 or more.  
*Project Expenses should equal Project Income on next page.*

A. PROJECT EXPENSES	STAR FUNDS	MATCH	TOTAL	EXPLANATORY NOTES
Acquisition				
Relocation				
Rehabilitation				
Commercial				
Industrial				
Public				
Other				
New Construction				
Commercial				
Industrial				
Public				
Other				
Demolition				
Public Streetscape Improvements				
Public Park/Playground Improvements				
Private Open Space Improvements				
Private Open Space Improvements				
Extraordinary Site Improvements: (e.g., hazardous materials removed)				
Other				
Direct Project Costs (soft costs*) <b>[May not exceed 20% of STAR funds]</b>				
<b>TOTAL PROJECT EXPENSE</b>				



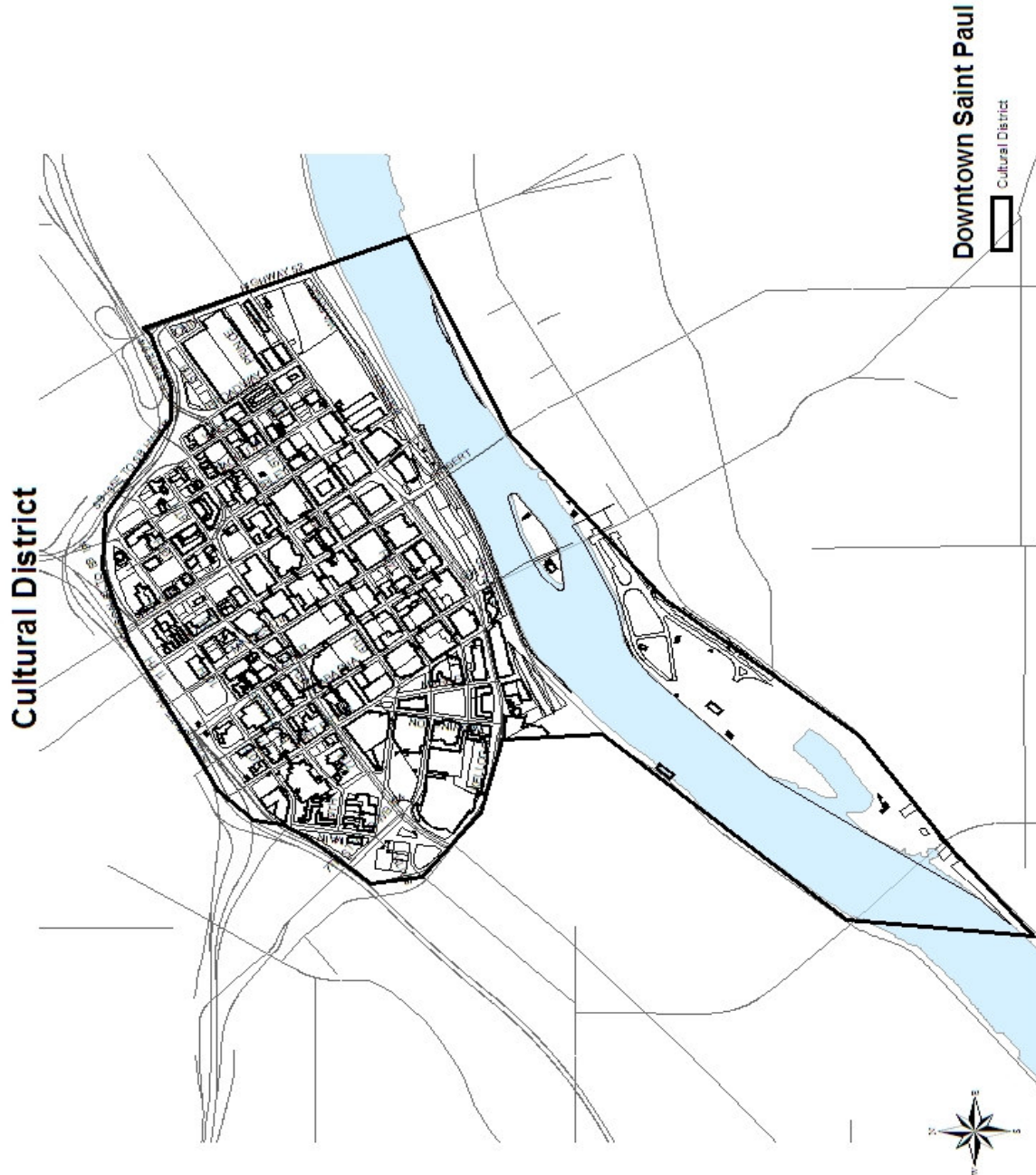
**\*Soft Costs:** If you are using STAR funds for soft costs (developer fees, construction management fees, design, licensing, professional services, etc.) itemize them below. *Administration, marketing, operating costs are not eligible for STAR funds. Salary costs are not allowed. Eligible construction management costs must be charged as a fee.*

PROJECT INCOME/MATCH	MATCH AMOUNT	Secured	pending	Prospective	Notes
<b>Grants and Contributions</b>					
Individuals (secured)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individuals (pending)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Individuals (prospective)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Foundations and Corporations</b>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Government</b>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Cultural STAR Request</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Loans</b>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Private Equity</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sweat Equity/Volunteer Labor*</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Estimated in-kind Services</b> (e.g., supplies, equipment)					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL PROJECT INCOME</b>					

*\*Sweat equity/volunteer labor is valued at \$10 per hour & may be used for up to 30% of the match.*



## PROJECT MAP



**City Support:** List the source/program and amount of all monies received from the City of Saint Paul in the past five years with most recent year first. Also include the amount of any remaining balances.

YEAR	CITY PROGRAM	AMOUNT	BALANCE	LOAN OR GRANT
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

**Adverse Lending Relationships:** Report any present or past adverse lending relationships between your entity, including principals, and the City (*examples: default, delinquent payments, litigation*).

**Comments Re Previous Cultural STAR Funding:**

If you received Cultural STAR support last year, please write one paragraph telling us the results of the project, major successes, lessons learned, etc.

## Frequently Asked Questions (FAQ)

### **If we are recommended for funding, when will we get our money?**

The period between the application deadline and final approval by the Mayor and City Council may take three months or longer. All Cultural STAR funds are provided on a **reimbursement** basis and NO costs incurred prior to final City Council approval are eligible for reimbursement. Eligible expenses incurred subsequent to final City Council approval may be reimbursed. However, there are a number of compliance requirements with which you, as a recipient of Cultural STAR funds, must comply. **DO NOT MAKE ANY COMMITMENTS OR EXPENDITURES UNTIL YOU FULLY UNDERSTAND HOW THESE COMPLIANCE REQUIREMENTS WILL APPLY TO YOUR PROJECT.** Reimbursements will be made only after a contract is executed and you have supplied adequate documentation of expenditures and documentation that compliance requirements have been met.

### **What compliance requirements may apply to my project?**

Recipients of public dollars must comply with a number of local, state, and federal requirements. The following compliance requirements may apply to your project:

- Vendor Outreach Program, including Business Subsidy Opportunity Template
- Affirmative Action / Apprenticeship Opportunities Pilot Project
- Workforce Utilization Template
- Labor Standards – Federal Davis Bacon and City (Little) Davis Bacon
- Living Wage
- Business Subsidy
- Sustainable Development (Green) Policies

For more information see: <http://www.stpaul.gov/compliance>